

**STAFF REPORT**

Meeting Date: December 4, 2002

**TO:** LAFCO Commissioners

**FROM:** Everett Millais, Executive Officer

**SUBJECT:** Authorization for Executive Officer to Accept the Position as CALAFCO Deputy Executive Officer

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**RECOMMENDATION:**

Authorize the Executive Officer to accept the position of CALAFCO Deputy Executive Officer.

**DISCUSSION:**

CALAFCO, the statewide association of LAFCOs, is primarily a volunteer organization. Historically, an Executive Officer from one of the member LAFCOs served as Executive Officer of CALAFCO to provide staff support to the Executive Board and to assist in coordinating Association activities (conferences, staff workshops, etc.). Approximately four years ago, as the Commission on Local Governance for the 21<sup>st</sup> Century was preparing its "Growth Within Bounds" report that formed the basis for the Hertzberg legislation in 1999, the CALAFCO Executive Board decided to increase the Association's presence in Sacramento. At that time the Association contracted with Scott Harvey to serve as Executive Director. This paid staff position is limited in scope, however, and CALAFCO still relies heavily on the voluntary support of its member agencies. This includes having the Executive Officer of one of the member LAFCOs continuing to serve as CALAFCO Executive Officer, and expanded assistance in the form of a Deputy Executive Officer and a Legislative Chair. Both the Deputy Executive Officer and the Legislative Chair were selected from staff of member LAFCOs with the permission of their respective Commissions.

**COMMISSIONERS AND STAFF**

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<b>COUNTY</b> Steve Bennett, Chair Kathy Long <i>Alternate:</i> Judy Mikels	<b>CITY</b> <i>Vacant</i> John Zaragoza <i>Alternate:</i> Evaristo Barajas	<b>SPECIAL DISTRICT</b> Jack Curtis John Rush <i>Alternate:</i> Dick Richardson	<b>PUBLIC</b> Louis Cunningham, Vice Chair <i>Alternate:</i> Kenneth M. Hess
<b>EXECUTIVE OFFICER</b> Everett Millais	<b>PLANNER III</b> Hollie Brunsky	<b>CLERK</b> Debbie Schubert	<b>LEGAL COUNSEL</b> Noel Klebaum

This year the CALAFCO Executive Board decided to create two Deputy Executive Officer positions, one from a northern California LAFCO and one from a southern California LAFCO. Bruce Barnes the Executive officer of the San Joaquin LAFCO continues to serve as the Executive Officer of CALAFCO, assisting both Scott Harvey and the CALAFCO Executive Board. Dan Schwarz, Napa LAFCO Executive Officer has served as Deputy Executive officer for the past year. This year he will also take over the responsibilities of Legislative Chair from Ken Lee of the Orange LAFCO who decided not to continue in this capacity.

Prior to the recent CALAFCO annual conference Bruce Barnes asked if I would serve as the new 2<sup>nd</sup> Deputy Executive Officer. He explained that the duties would be to assist both Scott Harvey, Dan Schwarz and him, in providing support to the Executive Board, and that it would mean attending the quarterly meetings of the Executive Board (3 in Sacramento and one during the annual CALAFCO conference). He also indicated that one of the Board's goals is to increase the number of Associate Members of CALAFCO (consultants and other private LAFCO professionals), and that this would be one of the tasks of the new 2nd Deputy Executive Officer. To offset costs CALAFCO provides a stipend of \$2,000 annually to the member LAFCOs that allow their staff to serve as Deputy Executive Officer.

Following this request, I briefly discussed the offer with Commissioner Bennett in his capacity as Commission Chair. I indicated that while I do have concerns about the time demands, especially given our limited staff locally, I believed that this could be of benefit to the Ventura LAFCO overall. We both understood that action by the full Commission would be necessary before anything could be finalized, but he indicated his support if it was something I wanted to do. Given this discussion I told Bruce Barnes that I would accept provided the Ventura LAFCO approved.

Based on my tentative acceptance, the CALAFCO Executive Board at their meeting on Friday, November 15, after the conclusion of this year's annual conference in Santa Barbara, voted to select me as the 2<sup>nd</sup> Deputy, provided the Ventura LAFCO approved. I encourage the Commission to approve this authorization. Being involved in statewide LAFCO activities can, I believe, be helpful to the Ventura LAFCO, especially as we embark on service reviews and because Commissioner Long was re-elected to another term on the CALAFCO Executive Board. It is also something that will assist in my career/professional development.